



## Skills Standards Frequently Asked Questions

**Our school is new (or returning) to Skills Standards , how do I get started?**

**How do I access Skill Standards Online Registration?**

Visit [http://www2.dpi.state.wi.us/CTE\\_Skills/dpi\\_login/dpi\\_login.asp](http://www2.dpi.state.wi.us/CTE_Skills/dpi_login/dpi_login.asp) and choose the appropriate year and your school district.

**What is my password?**

*Passwords stay the same from one year to the next. They are emailed in a letter at the beginning of the school year letter to district administrators. Please keep your password in a safe place to refer to in the upcoming years. Passwords are case sensitive and they cannot be changed. If you do not have your password available to you, please email the state office (see contact information below) and they will email it back to you.*

**Why isn't the site accepting my password?**

*The most common error made is that people forget to select their school district from the drop-down list where it says "Select an agency" (the field above Password). If you still have problems logging in, please contact the state office.*

**Why don't I see my program listed for my school?**

*If you don't see your program listed for your school, it means that the administrator for your school district has not selected your program for approval under the assurances. You will need to contact your district administrator to go online and check the checkbox by your program.*

**When can I register my program?**

*You will be able to register your program at the start of the current school year. You must register your program **prior** to running your program. Registering your program at the end of the school year is not acceptable. The deadlines for registering are as follows: **first semester is October 31<sup>st</sup> and second semester is March 1<sup>st</sup>.***

**Why can't I delete a student from the roster?**

*You do not have the capability to delete students. This is to protect data from accidentally being deleted and it ensures us that we have an accurate enrollment report. If you need a student to be deleted because of a duplication error, you must contact the state office via email to request that they do the deletion for you. Please take precautions not to enter duplicate information by previewing your student roster if you have questions whether a student has been entered or not. If you have entered a wrong grade or misspelled a name, you should go in and edit that information, do not re-enter that person into the system.*

**How do I edit student information?**



*You can “edit” student information only. You will not be able to delete a student from your roster. So, if you incorrectly spelled a student’s name, you will be able to edit it in the system. To make a change to a student’s name or other information select “Registration” in the red menu*

*bar at the top of the window. Then select “Student Registration Confirmation” on that page, then select your school from the drop-down list. All students registered in the Skills Standards program from your school will be listed. Select the student’s name that you want to edit. It will pull up that’s student’s information where you can edit and save it by clicking on “Save Student Info.” Don’t forget to save; otherwise your edits will not be saved.*

#### **Do I have the state office edit my student information?**

*No, you have the capability to edit your student information. The site is live, so you will see the edits you have made right away by previewing the student registration. Please do not contact the state office requesting that they verify that the information went through. You will get an on screen message of confirmation, and you can double check by going to the preview page.*

#### **Why can’t I register my students for the Infant Toddler Skill Standards Program?**

*Infant and Toddler registration can only take place until after the process of completion of the ACCT certificate has taken place. This is how the system is set up.*

#### **Why do I get an error when I try to submit my completer information?**

*Have you filled out the worksite and/or score? These are required fields and the system will not accept your data without that information.*

*Have you entered the correct scores? Each program area has a score range and if you enter a score outside of that range, you will get an error message. For a copy of the current scores for each program area go to our website at [www.dpi.wi.gov/cte/cteskills.html](http://www.dpi.wi.gov/cte/cteskills.html) and download the current portfolio and worksheet for that specific program area.*

#### **Why don’t I get all my certificates at once?**

*Please enter all of your completer information at one time. Entering completer information piecemeal creates more work for us, since once you’ve entered your completer information and select yes, it signals the computer to generate a certificate. We are finding we are mailing certificates to the same teacher in several batches which is time consuming and more costly to mail. If you want to enter student scores as they complete the program, you can do that but don’t select the “yes” feature until you have all of your completers entered into the system. Once you are ready to have your certificates sent to you, go in and select “yes” for each of those students and then all of your certificates will be generated and mailed at the same time.*

#### **What is the deadline for getting my completer information entered?**



*The deadline for completing all Skill Standards programs, except Employability Skills, is August 31<sup>st</sup>, however we give you until September 15<sup>th</sup> to enter your complete information online. The deadline for Employability Skills is December 31<sup>st</sup>.*

**When can I get my certificates?**

*Please allow 4 weeks turnaround time for your certificates to be mailed to you. If they are needed by a specific date, please EMAIL us asking to receive your certificates by that date. We will try to accommodate your request. Remember that May is a very busy month for us to generate certificates, so the earlier you get your program completions done and email us, the better chance you have in getting your certificates by your requested date.*

**I have errors on my certificates, how do I get them replaced?**

*When registering your students, make sure you have the **correct spelling of your student names and the correct program selected** for each student, as this is the information which automatically gets merged into the certificates for each student. If the information is entered incorrectly by you, your certificates will be incorrect. Any names that should have a capital letter within the name should have a space preceding the letter which needs to be capitalized (i.e., Mc Donald should have a space between the c and D), otherwise the name runs together and the D is printed as lower case. Contact the state office via email to request new certificates. Reprinting certificates are put on low priority during our busy periods.*

**How do I contact the state office?**

*Please use email vs. phone to contact the state office. We have a large volume of requests at the end of the school year, and it is much easier and faster for us to respond to your inquiries via email.*

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